BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-3103

25 JANUARY 2012

Personnel

IDENTIFICATION TAGS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction outlines when and how identification (ID) tags are issued to Air Force service members and when they are to be worn (or in the individual's possession). It applies to all active duty Air Force and Air Reserve Component (ARC) personnel to include Individual Mobilization Augmentees (IMA) of the Air Force Reserve. It specifies commander, Military Personnel Section (MPS), Unit Deployment Manager (UDM), and the individual's responsibilities for ensuring tags are prepared, issued and worn (or in the individual's possession). It implements Air Force Policy Directive (AFPD) 36-31, *Personnel Affairs.*   This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) must send one copy of their published and or posted supplement to the OPR at HQ AFPC/DPWORM, 550 C. Street West, Suite 48, Randolph AFB, TX 78150-4750. Other organizations send one copy of each published and or posted supplement to the next higher headquarters.

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Numbers, November 18, 2008. System of records notice F036 AF PC Q, Personnel Data System (PDS) applies.

Vigilance should be taken to protect Privacy Act (PA) and Personal Identifying Information (PII) when submitting or sending nominations, applications or other documents to DoD agencies whether through government internet systems (e-mail), postal methods, faxing or scanning.

SUMMARY OF CHANGES

This revision outlines Unit Commander, UDM, MPS Commander, and individual responsibilities and actions associated with the Identification Tag Program. It expands guidance on issuance of ID tags and provides clear guidance on wear of ID tags. Additional options have been made available in reference to the designation of religious preference.

1. Responsibilities.

    1.1. Unit Commander:

        1.1.1. Ensures one set of ID tags are issued to each individual.

        1.1.2. Ensures each individual understands when and how ID tags are worn.

        1.1.3. Inspects the accuracy of ID tags annually to ensure information contained on them is accurate and complete.

    1.2. Unit Deployment Manager:

        1.2.1. May retain ID tags for individuals assigned to deployment positions as required by local policy.

        1.2.2. Can keep ID tags in a central location within the assigned unit when not in use by the individual.

        1.2.3. Ensures procedures are in place to check out ID tags when needed by the individual.

    1.3. MPS Commander:

        1.3.1. Ensures procedures are in place for preparation and issuance of ID tags as required by this instruction.

        1.3.2. Ensures procedures are established to dispose of improperly prepared or surrendered ID tags in the most economical method locally available according to AFI 33-332, *Privacy Act Program.*

    1.4. Individual:

        1.4.1. Wears or has ID tags in their possession while performing duty as an aircrew member.

1.4.2. Wears ID tags while participating in a contingency or contingency exercise.

1.4.2.1. A contingency is defined as an emergency involving military forces caused by natural disasters, terrorists, subversives, or by required military operations. This includes any duty in a declared war, hostile fire, imminent danger zone, peacekeeping or humanitarian operation and rotational Temporary Duty (TDY) operations.

1.4.2.2. A contingency exercise is defined as a military maneuver or simulated wartime operation involving planning, preparation, and execution. It is carried out for the purpose of training and evaluation. It may be a multinational, joint, or single-Service exercise, depending on participating organizations.

2. Issuance of ID Tags.

2.1. Issue ID tags

2.1.1. Upon entrance into active duty or Air Reserve Component.

2.1.2. When information contained on ID tag is invalid or ID tags are missing.

2.2. An ID tag set is defined as two tags, one long-length neck chain, and one short-length neck chain.

2.3. ID tags and chains can be ordered through Base Supply using the following National Stock Numbers (NSN):

2.3.1. ID tag - NSN 8465-00-242-4804. 100 tags per box.

2.3.2. Chain necklace - NSN 8465-00-261-6629. 100 sets per box. Each set contains one long and one short neck chain.

2.4. ID Tag Content.

2.4.1. Each tag has a capacity for five lines of type, 18 spaces to the line, and shall be embossed by a machine provided for that purpose. The following are the contents of each line:

2.4.1.1. First line - Name (last name, first name, and middle initial). If entire name does not fit on first line, emboss the last name only on the first line. The first name and middle initial will then fall on the second line, and the information prescribed for each of the remaining lines will advance to the succeeding line.

2.4.1.2. Second line - Social Security Number (SSN) beginning with the first space. *EXAMPLE*: 123-45-6789. Leave two blank spaces and put the letters **AF**.

2.4.1.3. Third line - Blood type. Abbreviate Rhesus (RH) factor (either POS for positive or NEG for negative).

2.4.1.4. Fourth line - Leave blank unless lines two and three carry over.

2.4.1.5. Fifth line - Designation of religious preference. Record the religious preference of the individual using one of the following options:

2.4.1.6. If 18 characters or less, spells out the preference. For Example:

Religious Preference	ID Tag Annotation
Church of Christ	CHURCH OF CHRIST
Baptist	BAPTIST
Roman Catholic	ROMAN CATHOLIC

2.4.1.7. If designation is more than 18 characters, utilize abbreviations for ID Tag annotation. The following examples are picked at random for guidance only and may be adapted to fit the preference expressed by the individual, this is not an all inclusive list:

Religious Preference	ID Tag Annotation
Seventh-day Adventist	7-DAY ADVENTIST
U.S.A Presbyterian Church	US PRESB CHURCH
Southern Methodist Church	SOUTH METH CHURCH
United Methodist Church	UN METH CHURCH
Christian-No Denominational Pref	CHRIST - NO DEN PREF
Baptist Churches, Other	BAPTIST -OTHER
Christian Unity Baptist	CHR UNIT BAP
Church of the Nazarene	CH OF NAZARENE
Orthodox Presbyterian Church	ORTHO PRESBYTERIAN

2.4.1.8. If individual does not wish to designate a preference or make a statement, emboss *NO RELIG PREF as the ID Tag annotation.

NOTE: If desired, the individual may choose to leave the fifth line, *Religious Preference,* blank.

3. Reissuing Limitations.

3.1. Reissue ID tags only to replace lost tags or to correct changed or erroneous data.

3.2. Do not reissue ID tags to correct administrative errors. Examples are:

3.2.1. Name is correct but does not contain punctuation.

3.2.2. SSN is correct but does not contain hyphens.

3.2.3. Religious preference is embossed on the fourth line versus the fifth line.

4. Wear of ID Tags.

4.1. Wear ID tags around the neck unless such wear creates a valid safety problem.

 EXAMPLE: Precluding injuries to aircrew members during ejection or bailout.

4.1.1. When around the neck, tags will be worn underneath the appropriate garment.

 EXAMPLE: Shirt or blouse.

4.1.2. One tag will be placed on the longer length necklace and one tag on the shorter necklace. The shorter length necklace with tag will be suspended from the longer length necklace with tag.

4.1.3. ID tags may be carried in the pocket when safety factors preclude wear around the neck.

4.1.4. ID tags will not be worn or on the person when working on electrical equipment or systems.

4.1.5. Items such as bottle openers, knives, and so on, will not be worn on the ID tag chain.

Exception*:* Medical alert tags issued by competent medical authority may be worn.

DARRELL D. JONES, Lt Gen, USAF,
DCS, Manpower, Personnel and Services

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-31, *Personnel Affairs,* 27 September 1993

AFI 33-119, *Air Force Messaging,* 24 January 2005

AFI 33-129, *Web Management and Internet Use,* 3 February 2005

AFMAN 33-363, *Management of Records,* 1 March 2008

DoD 5400.11-R, *Department of Defense Privacy Program,* 14 May 2007

Prescribed Forms

There are no prescribed forms

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

ARC—Air Reserve Component

DRU—Direct Reporting Units

e-Publishing—the e-Publishing website **(www.e-publishing.af.mil)**

FOA—Field Operating Agencies

HQ AFPC—Headquarters Air Force Personnel Center

ID—Identification

IMA—Individual Mobilization Augmentee

MAJCOM—Major Command

MPS—Military Personnel Section

NSN—National Stock Number

OPR—Office of Primary Responsibility

PA—Privacy Act

PII—Personal Identifying Information

RDS—Records Disposition Schedule

RH—Rhesus Factor

SSN—Social Security Number

TDY—Temporary Duty

Terms

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